

Berkeley County Government

JOB OPENING – EXTERNAL POSTING

Appraiser (PS100774)

DEPARTMENT: REAL PROPERTY SERVICES

JOB SUMMARY/ESSENTIAL FUNCTIONS: Appraises real property to determine fair market value for assessment purposes. Records appraisal information in Appraisal software. Researches recent sales information to confirm asking/sales prices in the area. Discovers, measures and appraises all appropriate structures within Berkeley County. Conducts field studies to determine depreciation/appreciation after remodeling, additions, rezoning or other economic influences. Processes lower tax assessment applications. Deals courteously and effectively with property owners, both in person and by telephone. Performs general office duties including indexing, filing, checking and verifying records. May have to appear before Appeal Board. Performs any other job duties as assigned.

QUALIFICATIONS:

High school graduation or equivalent and three (3) years related real estate appraisal experience. Government experience preferred. Completed college degree(s) beneficial to the position may be partially considered as work experience.

Valid SC Real Estate Appraiser's License required at time of application. Required to maintain license throughout employment. (Certified Residential, or Certified General License preferred.)

Intermediate Word and Excel experience required. Knowledge of Appraisal software applications including Patriot, AS400, URAR preferred.

Valid driver's license for South Carolina. Must have safe driving record.

Ability to make arithmetical computations with speed and accuracy. Must be organized, detail oriented, and multi-tasking. Must be able to understand laws pertaining to appraisals and must have the ability to analyze large amounts of data for revaluation.

Departmental testing on job related functions will be administered.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

PHYSICAL REQUIREMENTS:

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position requires driving and a safe driving record must be maintained throughout employment.

SAFETY INFORMATION/DUTIES:

This is a safety sensitive position and subject to random drug and alcohol testing. All employees holding such jobs or requesting promotion or transfer to such jobs are subject to drug testing.

Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

HOURS OF WORK/MISCELLANEOUS DUTIES:

Thirty-seven and one half (37.5) hours per week. Monday through Friday from 8:00am to 4:00pm or 9am to 5pm with the ability to work flexible hours when necessary. Four day workweek may be available. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

Please visit our website at www.berkeleycountysc.gov for an application or contact the Human Resources Department at 1003 Highway 52, Moncks Corner, SC (719-4163); Charleston (723-3800 ext. 4163), St. Stephen (567-3136 ext. 4163).

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

**Appraiser – Grade C26
Entry Level Bi-Weekly Pay Range: \$1192.70 - \$1371.60**

**Date of Posting: 01/14/2013
Closing Date: Subject to close at any time.**

**APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.
THE EMPLOYMENT APPLICATION MUST BE FULLY COMPLETED.
INCOMPLETE APPLICATIONS MAY NOT BE CONSIDERED.**